

3 Fuel Facility Operational Procedures and Guidelines

3.1 Operations Orders

An Operations Order (OP Orders) is a specific written order for the fuel department to complete a task. This would include delivery of fuel, repair and/or installation of equipment, etc. An Op Order describes the—who, what, where, when and why of a specific operation. There are two types of OP Orders, specific and recurring. All operations orders are incorporated into the FLC Fuel Department MAXIMO computer program. MAXIMO is designed to provide most of the pertinent details needed by the operators. See appendix A for an example.

3.1.1 Specific OP Orders

Specific OP Orders are issued for:

- Receipts and issues to or from ships and other watercraft
- Commercial Pipeline Operations
- Tank to Tank transfers
- Recurring OP orders are written for frequent small issues at:
 - Truck load stands (for calibrations of meters)
 - Isolated tanks (for preventive maintenance)

OP Orders will be passed on and briefed from shift to shift and posted in appropriate places to ensure all personnel are knowledgeable of the operations.

3.1.2 Specific OP Order Requirements

Specific OP Orders provided with the use of MAXIMO will include, at a minimum, the following information:

- Date & Time of Operation
- Tank Number(s)
- Pier
- Valve Alignment
- Initiating
- Securing
- Fuel Samples
- Type
- Location
- Name of Ship
- Number and Sizes of Hoses
- Telephones and/or Radios Required
- Emergency Procedures & Contacts\

3.2 Terminal Person in Charge of Waterfront Fuel Operations (TPIC)

Only qualified and designated persons shall oversee fueling operations. Personnel will only be considered a qualified Terminal Person In Charge (TPIC) once they have completed the FLC PH Harbor Terminal Person in Charge of Waterfront Fuel Operations Training and Qualifications Program, and have been approved by the Fuel Department Director or his/her designated representative.

In accordance with: Title 33--Navigation and Navigable Waters--Coast Guard, Department of Transportation Part 154--Facilities Transferring Oil or Hazardous Material in Bulk, Part 710, Persons in charge: Designation and qualification, (33 CFR §154.710)

Requirements:

- 1) Training
 - a. Overview of Oil Spill Response Plan
 - A. FISCPIINST 5090.1 series, Oil and Hazardous Substance Contingency Plan
 - B. Hawaii Region Red Plan
 - b. Minimum of 48 hours of experience
 - A. Minimum of 6 connections
 - B. Transfer of POL
 - c. Minimum of 3 months basic terminal operations
 - d. Knowledge of Routine and Emergency Communications Procedures
 - e. Drug and Alcohol Training/Awareness
 - f. Review Terminal Operations Manual
 - g. Spill Training
 - A. Classroom
 - B. Practical On Scene (Drill)
- 2) Certification
 - a. Review training
 - A. FLCPH Fuel Operations Manual
 - B. FISCPIINST 5090.1 series, Oil and Hazardous Substance Contingency Plan
 - C. Hawaii Region Red Plan
 - b. Record OJT (PQS)
 - A. 48 hours fueling observed by designated OJT mentor
 - B. 6 connections observed by designated TPIC mentor
 - C. 3 months basic terminal ops
 - c. Oral exam of training objectives and general knowledge
 - d. 3 year review/recertification

3.3 *Pier Operations*

FLC PH Harbor reserves the right to impose upon any vessel using its docks for any purpose, the regulations stated below covering safe practices for handling petroleum products and prevention of fire hazards.

A minimum of four* qualified FLC Fuel Department personnel will be on duty for all fuel transfer operations:

1. Control Room Operator (WG-11)
2. Terminal Person in Charge (TPIC) Fuel Distribution Service Operator (WG-7/9)
3. Fuel Distribution Service Worker 1 (WG-6/9)
4. Fuel Distribution Service Worker 2 (WG-6/9)

*If fuel is being distributed from the Red Hill Fuel Facility, an additional qualified operator must be present in the Red Hill Control Room

Additional personnel may be assigned as condition warrant.

3.3.1 **Pier Operations Safety**

The following operating practices and regulations will be followed and strictly adhered to the following general terminal regulations for tank vessels loading and unloading:

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- Master or Captain of said vessel shall agree to comply with these regulations and to permit properly assigned terminal personnel to make inspection of his vessel at any time to check compliance with these regulations.
- Shut down of loading or discharging of vessel will occur if vessel personnel violate any of these rules at any time or refuse to correct unsatisfactory conditions promptly.
- The FLC Fuel Department Director or representative has the authority to refuse to load or unload any tank vessel which he considers to be unsafe because of condition, equipment, or conduct of crew. The terminal shall take necessary steps to ensure that fire regulations are being complied with and that unsafe practices are not existent while tank vessels are tied up to the terminal's docks.
- Matches: The only matches allowed aboard ship are safety matches. Cigarette lighters are allowed only in designated smoking areas.
- Smoking Lamp: The smoking lamp is out during cargo transfer and is never lighted on the weather decks.
- Ullage screens MUST remain in place at ALL TIMES during cargo transfer, except for the few seconds required to gage the tanks.
- Firefighting Equipment must be kept ready for instant use.
- Mooring: A secure mooring must be maintained when fuel hose is connected in order to prevent undue strain on the hose. Single lines should be used for mooring; lines should not be doubled. Lines should be so secured that each line may be slacked off or taken in readily as the ship changes draft during loading or discharge. Do not moor with steel cable except in emergencies.
- Hatches and Ports: All hatches leading into the cargo tanks MUST be closed and dogged during cargo handling. All hatches and ports throughout the vessel must also be closed and dogged during transfer operations.
- Hot Work: Not permitted at Hotel pier, Kilo, Mike, or Sierra docks without written approval of the Fire Department and Fuel Department Director. It is never permitted at any pier during fuel cargo handling.
- Warnings Displayed: During cargo transfer, display a red flag (Bravo) by day and an electric red light by night. "NO OPEN LIGHTS" and "NO SMOKING" signs shall be prominently displayed.
- Unless hoses are self grounding, a static bonding cable must be connected before connecting hoses. Connection must be made first on vessel. Disconnect static bonding cable after hoses are disconnected.
- No general cargo shall be loaded or offloaded overhead in the vicinity during hose transfer of any petroleum products.
- Scuppers on the tank deck shall be plugged during operations.
- Do not allow unauthorized visitors on board during cargo transfer and keep the tank deck clear of personnel not engaged in cargo handling.
- No private vehicles on pier unless permitted by pier entry security checkpoint..
- No ammunition handling permitted whatsoever.
- No cargo lifting operations over active pipelines.

STOP TRANSFER OPERATIONS IMMEDIATELY IF ANY OF THE FOLLOWING CONDITIONS EXIST:

- Electrical storm within 5 miles as determined by portable lightning detectors
- High winds
- Cargo spill
- Towboat alongside
- A ship passing close aboard
- DURING ANY EMERGENCY